

Nebraska Crime Commission Grants Division

**Grant Management Training
2015**

What does it mean?

Grant management is about ...

- Being the expert
- Deadlines
- Documentation
- Outcomes
- Success Stories
- Accountability
- Rules
- Responsiveness
- Follow – Up
- Monitors

Where is the information located?

Grant Instructions

Grant Award & Special Conditions

Federal Websites:

- Federal Financial Guide – <http://ojp.gov/financialguide/GeneralInformation/index.htm>
- OVW Financial Guide – <http://www.ovw.usdoj.gov/docs/ovw-fgmg.pdf>
- LEP - <http://www.lep.gov/>
- Civil Rights - <http://ojp.gov/about/ocr/assistance.htm>

Crime Commission Website

http://www.ncc.ne.gov/documents/civil_rights.htm

- Civil Rights, LEP & EEOP Plan

http://www.ncc.ne.gov/crime_commission/organization_and_functions/grants/trainings.html

- Application Instructions
- Grant Management Training
- Procurement
- Outcomes & Performance Measures
- Evidence Based Training

I N S T R U C T I O N S

- Application Instructions
- Request for Proposals (RFP)
- Solicitation

- ✓ Purpose
- ✓ Priorities
- ✓ Grant Requirements
- ✓ Allowable Uses of Funds
- ✓ Match
- ✓ Application Form Instructions – personnel, fringe, travel, other costs, etc.

Grant Award & Special Conditions

Due **30 days** from the date the award is mailed.

Federal Funding Accountability and Transparency Act (FFATA) information:

1. Current DUNS #
2. Agency Address with **Zip+4**
3. In the preceding, completed fiscal year, did the business or organization receive:
 1. - 80% or more of its annual gross revenues in the U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and**
 2. - \$25,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements
4. If YES to question #3, please submit the total compensation and names of the top five (5) executives of the agency, department, county or city.

This public information is posted at: www.usaspending.gov

Grant Award & Special Conditions

- No funds can be disbursed until NCC has a signed grant award and special conditions.
- Ensure grant award is correct. Check:
 - ✓ Sub-grantee
 - ✓ Grant Number
 - ✓ Budget
 - ✓ Grant Period
 - ✓ Authorized Signatures
- Read thoroughly (Project Coordinator, Director, Fiscal Officer and Authorized Official).
- Responsible to meet all requirements
- Keep a copy for your files

GRANT AWARD

Form Rev. 7/11

Nebraska Commission on Law Enforcement and Criminal Justice

Grant Award

Subgrantee 	Grant Number 	Date of Award 	CFDA #
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Project Title 	Grant Amount Federal \$ Match \$ Total \$
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CATEGORY	STATE SHARE	MATCH SHARE	TOTAL PROJECT COST
Personnel			
Consultants/Contracts			
Travel			
Supplies/Operating Expenses			
Construction/Equipment Rental			
Equipment			
Other			
Total Amount	\$	\$	\$
% Contribution	%	%	100%

The Subgrantee hereby certifies that the General and Fiscal Conditions established by the Nebraska Commission on Law Enforcement and Criminal Justice and by the State and Federal Justice and to be accepted. The award is subject to the conditions indicated below.

The project period will be July 1, 2011 to June 30, 2012 unless authorized by the Commission. To be a valid grant, the Subgrantee must be designated and referred to the Commission within 30 days of receipt. Subgrantees will retain the following:

The Subgrantee hereby states and affirms that the required match will be designated, appropriated, and expended for the project within the duration of the Grant period.

☒ This award is subject to special conditions (enclosed).

Signature of Executive Director or Representative

Michael E. Behm, Executive Director

Typed Name and Title _____ Date _____

Signature of Authorized Official

(Name, Address, Phone Number, Date, Title, Signature)

Typed Name and Title _____ Date _____

Signature of Project Director

Typed Name and Title _____ Date _____

Signature of Financial Officer

(Name, Address, Phone Number, Date, Title, Signature)

Typed Name and Title _____ Date _____

Special Conditions

Standardized Sections:

- Introduction

“This contract is subject to the standard conditions outlined in the applicable solicitation, grant application . . .”

- Audits
- Accepting Grant Award & Special Conditions
- Accounting Procedures
- Reporting Requirements
- Use of Federal Grant Funds
- Nondiscrimination/Civil Rights

Special Conditions

Specific to Federal Grant Programs

Examples

VOCA	VAWA		Title II (Juvenile)	JAG
	STOP	SASP		
Victim Witness Programs	Coordinated Response Team Requirements	Intervention & Related Activities	DCTAT	Quarterly Documentation of Expenses
VINE	Participation in State Planning	Sexual Violence		PMT
Crime Victims Reparation	Muskie Report	Muskie Report		
Direct Services				

Audits

- See Special Conditions for rules regarding submission of audits to Crime Commission.
- It's in your best interest to submit an annual audit.
- \$500,000 or more in federal funds, must have an annual audit.
- The Audit and Letter of Findings must be submitted to the Crime Commission.
- Electronic Copies are Accepted.

Accounting Procedures

- A clear audit trail for each source of funding must be maintained.
- Match must be obligated by the end of the project period and need not be applied each quarter.
- Private non-profit agencies must have two members of the Board review all expenditures.
- Time records must be kept for all grant funded positions that comply with the OMB Circular. Volunteer hours must also documented by the same methods used for employees.

Accounting Procedures

- The OJP Financial Guidelines must be followed for the purchase, management , and disposal of equipment purchased with Federal funds.
- Any income generated as a direct result of this award shall be deemed program income. All program income must follow the conditions of the award as outlined in the OJP Financial Guide.
- If at any time an impropriety is found in the accounting or use of any funds received by the subrecipient, the Crime Commission must be notified immediately and informed about how the agency will address the problem.

Time Sheet Template

Time and Attendance Record

Employee Name: _____

Pay Period: Beginning _____ 5:00 PM Ending: _____ 5:00 PM

[illegible]

I declare the above report reflects the actual time worked and distribution of my activities.

Employee Signature: _____

Date: _____

Supervisor
Signature: _____

Date: _____

Grant Distribution

Employees paid from more than one grant need to know how to distribute their time across the grant funding sources.

| REIMBURSEMENT FORM

Date	License Number	Odometer Reading Beginning / Ending	Total Miles	Total Cost @\$0.56/mile	Miscellaneous Expenses	Explanation of Travel/Expenses	Total Cash
		/					
		/					
		/					
		/					
		/					
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		/					
		/					
		/					
TOTALS							

Date

Employee Signature

Supervisor Signature

Procurement

- All contracts supported with grant funds and equipment purchases over \$5,000 County and \$2,000 State must go through a procurement process. What that process entails depends on the agency that writes the contract.
- State agencies must follow the procurement process that is governed by DAS, it is on their website and has two manuals, one covering Supplies and the other covering goods and commodities.
http://das.nebraska.gov/materiel/purchase_bureau/docs/manuals/AgencyProcurementManualForServices.pdf
- Counties must follow the Nebraska state statute:
<http://www.nebraskalegislature.gov/laws/statutes.php?statute=23-3108&print=true>
- All other agencies (Non – profit, cities, etc.) must follow their written procurement process, if there is no written procurement process it reverts back to the issuing agency's procurement process.

Required Reporting

1. Cash Report/Request - quarterly
2. Grant Activity Summary - quarterly
3. Statistics – quarterly/annually
4. Subgrant Adjustment Request – as needed

Quarterly – *Due the 15th of the month after the end of the quarter*

Forms: <http://www.ncc.ne.gov>

Cash Reports

- Serve 2 purposes: Report expenditures and Request funds.
- Start Up: Once the grant award and special conditions have been completed and returned a “start up” cash request may be submitted.
- Final: Once all funds have been expended within the grant period a “final” cash report with a ZERO balance needs to be submitted within 45 days.

Nebraska Commission on Law Enforcement and Criminal Justice- FEDERAL



P.O. Box 94946
Lincoln, NE 68509
(402) 471-2194

This report covers expenditures
for the quarter marked:

☐ Jul 1 - Sept 30
☐ Oct 1 - Dec 31
☐ Jan 1 - Mar 31
☐ Apr 1 - Jun 30

_____ (Year)

Quarterly Cash Report/Request

1) Subgrantee:	2) Grant Title:
3) Grant Number _____	4) Report/Request Number _____
5) Request for Funds _____ Regular _____ Final	6) Report of Expenditures _____ Regular _____ Final

7) Total Expenditures (Awarded + Match) by Budget Category in Dollars & Cents

Budget Category	I) Approved Budget Federal	Approved Budget Match	II) Prior Federal Expenditures	Prior Match Expenditures	III) Period Federal Expenditures	Period Match Expenditures	IV) To Date Federal Expenditures	To Date Match Expenditures
A) Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
B) Consultants and Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C) Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D) Supplies and Operating Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E) Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
F) Other Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
G) TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Cash Status	8) Federal Funds	9) Local Match	10) Total
A) Total Funds Budgeted	\$ -	\$ -	\$ -
B) Total Awarded Funds Received to Date	\$ -	\$ -	\$ -
C) Funds Expended (Breakdown of Column 10 Total)	\$ -	\$ -	\$ -
D) Balance on Hand at the End of the Quarter (B-C)	\$ -	\$ -	\$ -

Cash Request	
11) Month/Year	12) Awarded Funds Requested
A)	\$
B)	\$
Information only	\$

*Only request one month per line.

When requesting funds, please submit
original on white with 1 yellow copy.

13)

Certification: I certify that this information is taken from the book of accounts and that stated costs are valid and consistent with the terms of the grant.

Signature of Authorized Official

Typed Name and Title

Date

Updated 5/12

Grant Activity Summary

Part I – Brief summary of the quarter for:

- 1. Grant Funded Activities – Specific to grant funds and match**
- 2. Other Program Activities – not funded by grant funds or match but relate**
 - Special efforts and notable activities (i.e., key coordination with other agencies; improvements in service delivery; training provided or attended; community awareness; success stories).*
- 3. Problems encountered, how addressed, and impact on funded project**
 - Major community/program issues; difficulties with coordination/planning; program changes; emerging issues or trends that impact the program; etc.*
 - Solutions identified to address the issues provided.*

Part II – Report on Goals, Objectives & Performance Indicators

Subgrant Adjustments

- Submit as needed
- Purposes:
 1. Program Modification
 2. New Project Personnel
 3. Change in Project Period
 4. Budget Revision

Sub-grant Adjustment Form

NEBRASKA COMMISSION ON LAW ENFORCEMENT AND CRIMINAL JUSTICE

SUBGRANT ADJUSTMENT REQUEST

Grant# : _____ Subgrantee: _____

1. Program Modification: Note: Must provide written explanation of how scope of program is changing.

2. Change in Project Personnel: In box type name, title, address, phone number, fax number, and email address. Title refers to change in Fiscal Officer, Project Coordinator, Project Director or Authorized Official.

For change in project personnel type Name, Title, Address, Phone Number, Fax Number, and Email.

3. Project Period Change: START date from: ____/____/____ to ____/____/____
END date from: ____/____/____ to ____/____/____

4. Budget Revision: Complete Summary Below ***New budget narratives must accompany requested changes.

Budget Revision Summary

Category	Federal/State			Match			Total
	A. Current Budget	B. Requested Change	C. New Budget	D. Current Budget	E. Requested Change	F. New Budget	C. + F. New Total Budget
Personnel							
Consultants/Contracts							
Travel							
Supplies/Op							
Construction							
Equipment							
Other							
Total							

Project Director Email: _____

Project Director : _____

Signature : _____

Date : _____

Submit one signed copy to the Crime
Commission

Revised
9/7/11

Approved by
Administrator: _____

Date: _____

Special Conditions

Use of Federal Grant Funds

- Supplanting – “To deliberately reduce State or local funds because of the existence of Federal funds.”

For example, appropriating State funds for a stated purpose when Federal funds are awarded for the same purpose and the State replaces its State funds with Federal funds, thereby reducing the total amount available for the stated purpose.

Use of Federal Grant Funds

- **Project Period – no costs before or after**
- **Match – federal funds can not be used to match federal funds**
- **Unallowable costs/activities included lobbying, entertainment, fines and penalties, visa fees, passport charges, bar/alcoholic beverages or membership fees, and land acquisition.**
- **Interest Bearing Accounts**
- **Program Income**
- **Overtime pay**

Special Conditions Nondiscrimination/Civil Rights

<http://www.ncc.ne.gov/pdf/grants/CivilRights.pdf>

Grant Monitoring

- 2 monitors will be scheduled with you:
 1. Financial Monitor
 2. Activity Monitor
- You will be notified by phone or email prior to the monitor.
- Be prepared.
- Have an organized filing system with the following:

Grant Monitoring cont.

- Copy of Application
- Grant Award and Special Conditions
- Forms
- Correspondence
- Copies of Contracts & Procurement Procedures
- Bills/Invoices
- Cash Reports
- Quarterly Activity Monitors

Grant Monitoring cont.

- EEOP Forms & LEP Plans
- Facility Tours and introduction of Program Staff
- Program Plans
- Memo to File

Non-Profit Board Training

**Contact Crime Commission Staff if
board training is needed.**

Review of Due Dates

- **Contingencies and Revised Budgets:** 30 days from date on notification letter.
- **Grant Award and Special Conditions:** 30 days from date it was mailed to you.
- **Grant Activity:**
 - July 1- Sept. 30 = Oct. 15
 - Oct. 1- Dec. 31 = Jan. 15
 - Jan. 1- Mar. 31 = Apr. 15
 - Apr. 1- Jun. 30 = July 15
- **Cash Reports:** Due by the 10th to get paid that month.
- **Final Cash Report-** 45 days after end of grant period.

Contact Information

- Crime Commission Address:
301 Centennial Mall South
P.O. Box 94946
Lincoln, NE 68509
- Crime Commission Office Number:
402-471-2194
- Crime Commission Fax Number:
402-471-2837
- Crime Commission website:
www.ncc.ne.gov

Contact Information cont.

- ❑ Lisa Stamm - Grants Division Chief – 471-3687
Lisa.Stamm@nebraska.com
- ❑ Vanessa Humaran - Juvenile Grants – 471-3998
Vanessa.Humaran@nebraska.gov
- ❑ Merry Wills - Victims Grants – 471-3416
Merry.Wills@nebraska.gov
- ❑ Kristy Nguyen – Staff Assistant – 471-2194
Kristy.Nguyen@nebraska.gov
- ❑ Derek Jones – DMC Coordinator – 471-3989
Derek.Jones@nebraska.gov
- ❑ Jeanette Greer – Financial Monitor – 432-7656
Jeanette.Greer@nebraska.gov